

		1	2	3	4	5	6	7	8	9	10
	letterhead bond			x		x	x	x	*	x	x
	plain bond	x	x								
	Optional Form 10				*				*		
	Form 1831 Speed Letter				*				x		
<u>copy requirements</u>											
o	Letterhead Tissue										
u	THROUGH Addressee								x	x	
a	Courtesy Copy						x	x	x	:	x
i	I Multiple Addressees										
d	A Information Copies										
e											

	Letterex or plain tissue										
w	THROUGH addressee (white)										
i	Multiple Addresses (white)										
t	C Information Copies (white)										
h	A Official File Copy (yellow)										
i	Alpha Name Index Copy (pink)										
n	Chrono or Hold copy (green)										
if alphabetical cross reference is necessary											
if required by the office											